

BOARD OF SELECTMEN

February 12, 2013

Minutes

The Board of Selectmen met on Tuesday, February 12, 2013 at 7:00 p.m. in the Town Hall Clark Room. Those present were Selectmen Peter Scavongelli, John Gorecki, John D. Williams, Timothy F. Hult and Douglas A. G. Stevenson. Town Administrator Timothy D. Goddard was also present.

Mr. Scavongelli said he would like to recognize the Department of Public Works (DPW) for all of their hard work during the recent blizzard. He said Gary Davis reported that the DPW spent 38 consecutive hours from Friday (2/8) to Saturday (2/9) and another 10 hours on Sunday, plowing more than two feet of snow. Mr. Scavongelli said Gary's crew consists of 10 employees and he contracts with four private plow operators. He said Gary will continue with the clean-up this week.

Community Input

Carolyn Kiely from Hartwell Road spoke to the Board about the Cranberry Bog Farming Agreement Committee. She was concerned about a member on the committee who is also an abutter to the Cranberry Bog. Carolyn asked the Board if there was a policy regarding abutters being a member on a committee if they have a personal or financial interest in same.

Mr. Scavongelli said he was aware of the matter Carolyn was referring to. He said Town Counsel has been asked for an opinion on this question, and it wasn't just whether you were an abutter, but whether you were an abutter with a conflict. He said Town Counsel advised the Board to get a written statement from the abutter specifying that there is no personal interest in the abutting property. Mr. Scavongelli said we have received such a document from this abutter and the Board of Selectmen will have to take a vote as to whether we agree that there is no conflict and that he can carry on his duties and responsibilities on this committee.

Town Clerk Charlene Hinton said in the past an abutter with a financial interest would contact the Ethics Division in Boston. She said they have to call on their own be-half, in other words, no one can call for them to find out this information. They can acquire a form that declares that they are an abutter with no financial interest, which she would file in her office.

Mr. Stevenson said he would like to answer Carolyn's question regarding whether the Board has a policy regarding abutters on committees of personal interest. He said we do not have a town-wide policy regarding this matter.

Town Meeting Coordination Meeting #2

Finance Committee Chair Jerry Lerman and committee member Michael Bishop were present to go through the basic guideline budget for 2014. Jerry said the FinCom has not met with all of the Departments yet, so there are still some requests that they do not know about. He added that they have not voted on any of the requests above the FinCom guideline however he wanted to go over those requests that have been presented. First, Jerry said, we need to raise about \$24.4million to cover all of the operations in Town. He said after meeting with various departments in Town they accumulated additional budget requests over guideline. He listed those [approx.] requests: 1) Housing Coordinator position (\$50,000); 2) Police Department (\$22,000); 3)

Fire Department (\$36,900); 4) Conservation Commission (\$2,000); 5) Council on Aging (\$25,000). Jerry said there are a few requests still remaining.

Jerry said the FinCom will be meeting with the Minuteman School and the Carlisle Public Schools after the School holiday break in February.

Jerry said the Long Term Capital requests are running over \$120,000 above the guideline amount of \$250,000. He said there are some things that could be removed from those requests, however the list has not been reviewed and voted on by the FinCom.

Jerry spoke about items that are being covered by new warrant articles. They are the wage and classification study (Personnel Board) the Septic System (Library) and a few other small items that total about \$76,000.

In summary, Jerry said if we take all of the amounts over the guideline and add them into the budget; in order to fund that amount it will require an 8.96% increase in the average taxpayers bill.

Jerry said he wanted to point out that the Town has \$1.8million in Free Cash and we could apply \$500,000 toward the budget in a lot of different ways. He said this way we could reduce the average tax bill by 2.29%. Jerry reminded the Board that the FinCom has not voted on anything yet.

Mr. Stevenson said in the past we have used approximately \$250,000 of Free Cash towards operating expenses.

Mr. Hult said after speaking with Finance Director Larry Barton, it was determined that there are a few things that we could do with some of the Free Cash. He said we could put it toward operations, pay for one time expenses, or put it toward the debt service. Mr. Hult said he would like to see our best projection of the debt service over the next five years before he could say that is how to use free cash.

Jerry said the hard work will begin when they look at all of the guideline requests and have to make some decisions.

The FinCom will meet with the Board of Selectmen on February 26th.

Review of Collins Center Recommendations

Mr. Scavongelli said Mr. Hult, Larry Barton and Mr. Goddard have worked on recommendations regarding the Town Hall Study prepared by the Collins Center. Mr. Hult said through discussions the following are our ideas of what we should do. He added that one of the positive things about the Study was that it became apparent at the outset [of the Study] that the Collins Center had an extremely high regard for the employees that we have and the quality of work. He said they were impressed that our employees have the ability to share work loads and work with each other on certain projects.

Mr. Hult said the Collins Center made fifteen recommendations. He said the spreadsheet he prepared [attached hereto] had five columns, the first column showing the level of importance; second – action required; third – support existing progress; fourth – review in future; and, fifth – no action required.

Mr. Hult went through the fifteen Collins Study Recommendations.

1. *The five year information technology strategic plan.* Mr. Hult said they agreed as a group that it is important to revitalize our technology committee which would potentially include Larry Barton, Tim Goddard, two Selectmen and two people with technology expertise.
2. *Enhancing the utility of the geographical information system (GIS).* Mr. Hult said the Planning Board is working with the Board of Assessors to get our current vendor to put updated maps onto a GIS system that will be available in the assessor's office. He said it will take a few years and it will require supporting the assessors in this project.
3. *Enhancing an information system for the Council on Aging.* Mr. Hult said the COA Director has purchased and is in the process of installing this system, which will keep track of the seniors and the events they attend.
4. *Information system for the Recreation Commission.* The RecCom is also implementing a similar system to track participation of its programs.
5. *Enhancing and expanding the capabilities of the website.* Mr. Hult they have several suggestions on how the Departments can work with the IT committee to make the best use of the site in providing and displaying information to the public.

6. *The posted business hours at Town Hall may be failing to adequately serve the residents of the Town.* Mr. Hult said perhaps the real issue is customer service and whether people who are looking to avail themselves of a town service are receiving timely and accurate service in a convenient manner. He said the Town Administrator will work with the Departments to make sure that the hours that they are open are accurately posted and on the website and adhered to. Also, Mr. Hult said they discussed that each Department should have a back-up person who has some knowledge of what they do in times when they are not there. This person should have enough knowledge to answer basic questions regarding the function they are cross-trained for.
7. *The Town should begin to formally develop and adopt a long term financial plan.* Mr. Hult said we should probably have a strategic planning group consisting of the Town Administrator, two Selectmen, two FinCom members and the Finance Director who, on an annual basis are looking at our longer term financial strategy for the Town.
8. *The Town should consider enhancing the administrative scope of the position of the Town Administrator.* Mr. Hult said they agreed with this suggestion however they felt that Mr. Goddard's positive management style has served to increase the respect and authority of the position.
9. *The cash handling procedures have been addressed in the last few audit reports.*
10. *The Town should consider the 'in sourcing' of the payroll function that is currently performed by a third party provider.* Mr. Hult said this project will be re-visited in a few years.
11. *The Town should consider the consolidation of the Recreation Commission and the Council on Aging into a Community Services Department.* Mr. Hult said they did not believe this was a good idea at this time.
12. *The Town should consider the establishment of an Information Technology Department.* Mr. Hult said we do not need to establish this department at this time.
13. *The Town should consider the transition of the Town Clerk's office from an elected to an appointed position.* Mr. Hult said they believe there is merit to considering this change. He suggested having an equivalent of an open hearing on this suggested change and to listen and consider all viewpoints. Mr. Hult said if the Board determines after the hearing that there is merit to this change then we should put it on the Town Warrant.
14. *The town should consider consolidating all of its land use and development departments into a single location, perhaps the Highland Building, and create a one stop shop for development review and expedited permitting.* Mr. Hult said they decided that Land Use departments should remain within the central Town Hall environment where they are connected to the greater town government. He said the two groups that would make more sense in moving out of Town Hall [in providing services] would be Council on Aging and Recreation Commission.
15. *The Town will be confronted with issues related to an aging workforce within the next several years, and should begin planning for this now.* Mr. Hult said this is an important issue. They suggested that on an annual basis the Town Administrator should have a confidential conversation with each of the senior staff in a non-threatening and respectful manner to discuss career and retirement status.

In response to Mr. Scavongelli, Mr. Hult said our next step would be to have Mr. Goddard take a look at the items that we discussed, which might have near term actions, and go through the liaisons to determine who the appropriate people are to do each one. Mr. Hult said we will need to arrange the Hearings for the Town Clerk's position.

In reply to Mr. Stevenson, Mr. Hult said we may incur some cost to projects regarding the Technology, but most of the other items are already in process.

Mr. Stevenson said before we do anything that significantly enhances the website, he would like to make sure it benefits the taxpayers.

Town Meeting Warrant

Mr. Goddard spoke about the new articles that were added to the Warrant. They were: Article 15 - Professional Services/ Compensation/Classification Plan, Article 16-GIS Annual Map Updates, Article 17- Professional Services for the Town Accountant and Article 18- the Library Septic System and parking lot. He said there are two potential by-law amendments; one is regarding the hours that the polls will be open and the second is for the Long Term Capital Requirements Committee.

Mr. Goddard suggested adding an article relative to Collective Bargaining Agreements, in that he is hopeful that they will reach an agreement during the Police negotiations before Town Meeting.

He also recommended adding an article to approve the CCTV contract term. Mr. Goddard said there is a placeholder for the Highland Building.

Mr. Goddard said in regard to the Collins Center recommendation on the Town Clerk's position, there would have to be an article on the Warrant and a ballot question.

Mr. Goddard reminded the Board that this is a draft and these articles have been submitted to be on the warrant, but they are not approved.

Mr. Gorecki said every year there is a separate article for professional services for the Council on Aging and therefore why is this not part of the budget. Mr. Goddard said it is not included in the budget because if the entire amount is not spent, then the remaining amount is returned to the General Fund.

Mr. Stevenson suggested putting a placeholder on the Warrant for a by-law change regarding the Affordable Accessory Apartments.

Town Clerk, Charlene Hinton spoke about the upcoming Town Meeting and the primary election for John Kerry's seat on the Senate, which will occur on April 29th and April 30th respectively. She said we investigated a few options, such as moving our Town Meeting date. Charlene was concerned about the burden this will place on the volunteers who help at both events. She was hopeful that she would be able to get enough people to assist her during the Town Meeting, the primary election the next day and the Town Election the following week.

Request to convert use of Ch. 61A property – 776 East St.

Mr. Scavongelli said he has received a letter from Mr. and Mrs. Humm [who were present] relative to their property at 776 East Street which they would like to take out of Chapter 61A. Mr. Humm spoke to the Board. He said they understand that through this process, they will have to pay roll back taxes.

Mr. Scavongelli said it is the Board of Selectmen's policy to share this request with the Planning Board, Conservation Commission and the Board of Assessors. He said once we have received a response from these Boards, which should be by February 26th, we will have an answer for Mr. and Mrs. Humm.

Plowing Policy

Mr. Scavongelli said the Board was prepared to approve and vote on this policy at our last meeting however, because Mr. Stevenson, who prepared the policy was not present, the Board decided to wait until tonight to move forward with the policy. Mr. Stevenson thanked them for their consideration.

On a motion made by Mr. Williams and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Town of Carlisle's Snow Plowing Policy and Sidewalk Plowing Policy as presented this evening, effective July 1, 2013.

Discussion Re: 669 Bedford Road

Mr. Goddard spoke about the Forbearance agreement between the Town of Carlisle and Backroad Realty, LLC. He said they have not made a payment (\$1,500) since November 2012 and they have not paid the property tax as specified in the agreement. He said a certified letter was sent on December 6, 2012 requesting payment, but has received no response. Mr. Goddard said he has discussed this matter with Larry Barton and he believes that it is time to proceed with the eviction process.

Mr. Goddard showed the Board documents from the Town's insurance company indicating that there are potential problems with the roof structure.

Mr. Goddard said he will work with Town Counsel on drafting the eviction notice.

Mr. Stevenson asked if we had received any input from the Town Boards and Committees regarding use of this property. Mr. Goddard said the two that replied, the Board of Health and the Conservation Commission, both said it was too small. It is less than one-half acre. Mr. Stevenson said he agreed with the eviction process; however it should be carefully managed.

On a motion made by Mr. Stevenson and seconded by Mr. Gorecki, it was unanimously **VOTED** to authorize the Town Administrator with the guidance of Town Counsel to initiate the eviction process for the property at 669 Bedford Road, Carlisle, Massachusetts.

Town Administrator's Report

Consent Agenda:

1. Troop 135 would like to use the Transfer Station on March 16th and March 23rd for a Fertilizer sale;
2. The National Brain Tumor Society requests permission to use the Carlisle streets for a bicycle ride/fundraiser on Sunday, May 19th;
3. The new Old Home Day Chairman requests the use of Town property for Old Home Day events on June 29th and June 30th.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** to approve the items contained in the Consent Agenda for February 12, 2013.

Action Items:

1. Mr. Goddard said the Traffic Safety Advisory Committee met to consider the installation of a stop sign on Long Ridge Road at the intersection of Nowell Farme Road. He said the Committee agreed upon the installation of the stop sign as a matter of public safety.

On a motion made by Mr. Hult and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the request of the Traffic Safety Advisory Committee for a stop sign on Long Ridge Road at the intersection of Nowell Farme Road.

2. Mr. Goddard said the Board has received written disclosure from Cranberry Bog Lease Committee member, John Ballantine, that although he is an abutter to the Bog, he has no financial or otherwise substantial interest in the property and he believes that he can discharge his duties on that committee. Mr. Goddard said as the appointing authority, it is appropriate for the Board to respond with a written determination that his interest is not substantial and that the Board believes it will not affect the integrity of service he will provide to the committee.

Mr. Stevenson said he did not believe that John Ballantine has a vested interest in this property. Mr. Williams agreed.

On a motion made by Mr. Stevenson and seconded by Mr. Williams, it was unanimously **VOTED** that the Board has determined that John Ballantine has no substantial interest in the Cranberry Bog and that they believe he can serve impartially and with integrity as a member of the Cranberry Bog Lease Committee.

Liaison Reports

Mr. Hult reported on the Concord-Carlisle School Building Committee. He said they have finished the detailed costing from the OPM and Construction Manager and both of them are within a few thousand dollars of the \$75million construction price.

Mr. Stevenson said the Concord Board of Selectmen voted to assess a \$100,000.00 building permit fee for the CCHS building project. He said the fee was not considered in the budget and it is a non-reimbursable expense from MSBA.

Mr. Hult said he attended the Minuteman School Breakfast and was informed that they have been funded for a study that will be directed at re-organization of the district. He said it is important that Carlisle has active representation on that committee. Mr. Hult said the other item that was discussed was the Building design phase, which he said is still going on. He said all of the districts voted on \$750,000 for the design phase of the new school. Mr. Hult said there seems to be a certain amount uncertainty over the size of the school that is being designed. He suggested that Carlisle draft a letter indicating our concern over spending \$750,000 on

something that may not be built. He said we should know the size of the school that we are designing before we start to spend money. Mr. Hult said he will take the lead in drafting this letter.

Mr. Stevenson said the Carlisle Public School Building Project is heading toward completion. He said the Carlisle Public School is undergoing a search for a new Superintendent. The Board of Selectmen will have a representative on the twelve member screening committee.

Mr. Stevenson said there are ongoing conversations about Banta Davis and the possibility of transferring land to the Housing Trust.

Mr. Stevenson said the Police negotiations are underway.

In regard to the recent snowstorm, Mr. Stevenson wanted to thank everyone on the Local Emergency Preparedness Committee.

Mr. Williams said the Investment Advisory Committee will meet tomorrow night.

Mr. Williams said the Community Preservation Committee met last night and they will meet again on March 13th. He said so far the following three applications have been approved: Center Park, RecCom's Boardwalk, and the Page Elliot Preserve.

Mr. Gorecki said he met with CCTV relative to an agreement and hopefully will have something worked out for Town Meeting.

Mr. Scavongelli said the Financial Management Team met yesterday and Larry Barton reported that he will bring a \$1.2million Bond Anticipation Note to a future Board of Selectmen's meeting to cover the Goff purchase (\$400,000) and the Carlisle School Building Project (\$800,000).

Mr. Scavongelli said the Town Accountant said she has finished the FY12 books.

Mr. Scavongelli said the Assessor expressed concern over incorrect information that was reported in the Carlisle *Mosquito* from one of the FinTeam meeting. The Assessor also reported that the abatement period is over and the amount of abatement requests was very light.

Mr. Scavongelli said an RFP will go out this week for Audit Services.

Mr. Scavongelli reported that the Highland Committee is down to one recommendation, which is the cultural center. The committee is scheduled to meet again on February 15th.

Minutes

On a motion made by Mr. Hult and seconded by Mr. Gorecki, it was unanimously **VOTED** to approve the Minutes to the Board of Selectmen's meeting of January 22, 2013 as presented.

The meeting adjourned at 9:45 p.m.

Respectfully submitted by Margaret Arena

